

# Annual Faculty Activity Report

## June 1– May 31

**1 Teaching** –Course information is loaded in the second half of each semester. Please let Terri Phipps know if you have any corrections.

Other Courses Taught: Copy and paste pre-Sedona courses, those taught before Fall 2011, here.

Teaching Activities: Informal teaching activities such as invited on-campus lectures.

## **2 Research and Scholarship**

- Publications
- Presentations
- Performances and Exhibitions
- Presented Papers, Panels, Posters, Lectures, Etc.

## **3 Grant Activity**

## **4 Service**

## **5 Contributions to Diversity**

## **6 Other Information**

## **7 Needs**

Grinnell College



You are viewing the **Member** console.  
Return to the **College** console.

Help Reports Research Service Teaching Experience Credentials Other CV Calendar Schedule Profile Home Sign Out

FAQ Overview Definitions Tip Directory

<b>Templates   Reports</b> CV (Curriculum Vitae) Committees & Documents Journal Listing / Lookup Professional Development Research Activities Service Activities	<b>Research Activities Entry</b> <b>2</b> Articles in Journals Articles in Proceedings Books, Monographs ... Chapters, Cases ... Creative Activities Grants & Gifts Paper Presentations Patents & Trademarks Research Reports Software Development Work-in-Progress Other Research	<b>Service Activities Entry</b> <b>4-5</b> Community Service Institutional Service Professional Service	<b>Teaching Activities Entry</b> <b>1</b> Courses Taught Teaching Activities Teaching Schedule
		<b>Experience Activities Entry</b> Consulting Experience Employment Experience Military Experience Paid Service Experience	<b>Other Activities Entry</b> <b>6-7</b> Honors & Awards Miscellaneous
		<b>Professional Credentials Entry</b> Academic Degrees Licensures / Certifications Professional Development Professional Memberships Relevant Courses Taken	<b>Message Center</b>

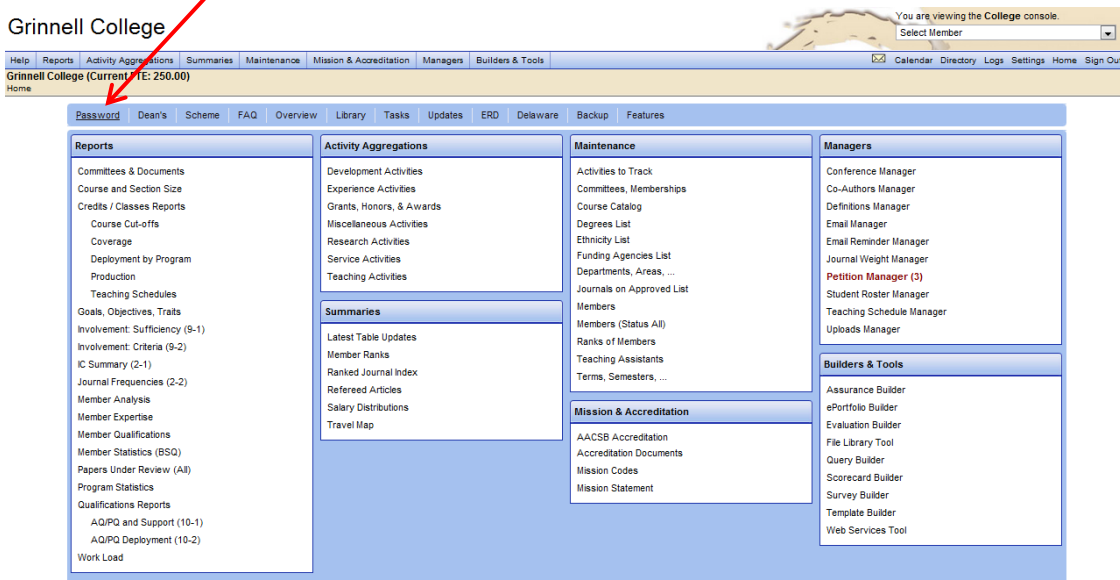
# Sedona Systems – Faculty Activity Reporting

<https://sedonaweb.com/>

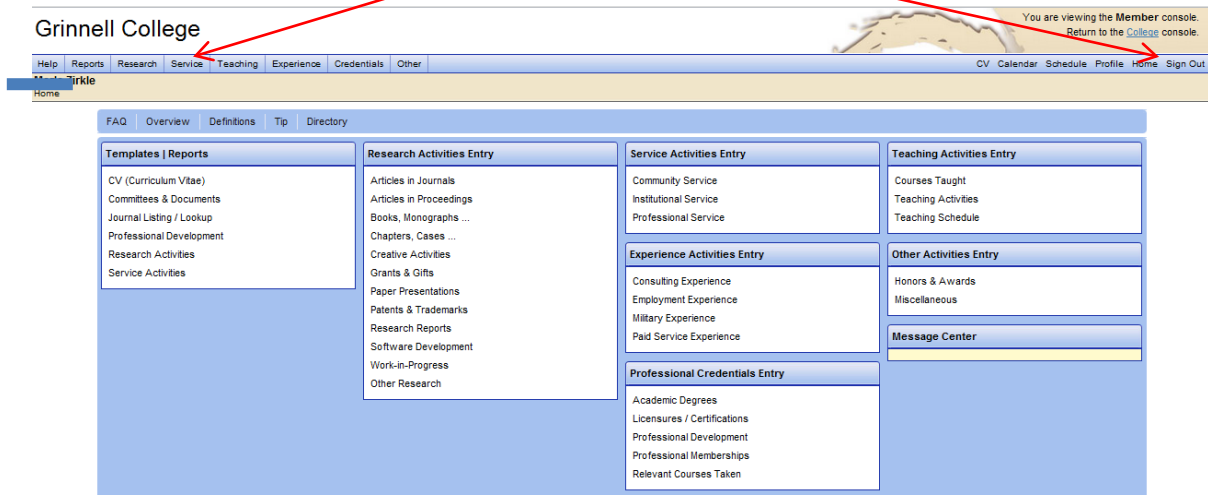
Log in using the last seven digits of your P-Card number and “gc.” The initial password is the same as your login. You will log in as a “Member.” Example login and password: 0123456gc



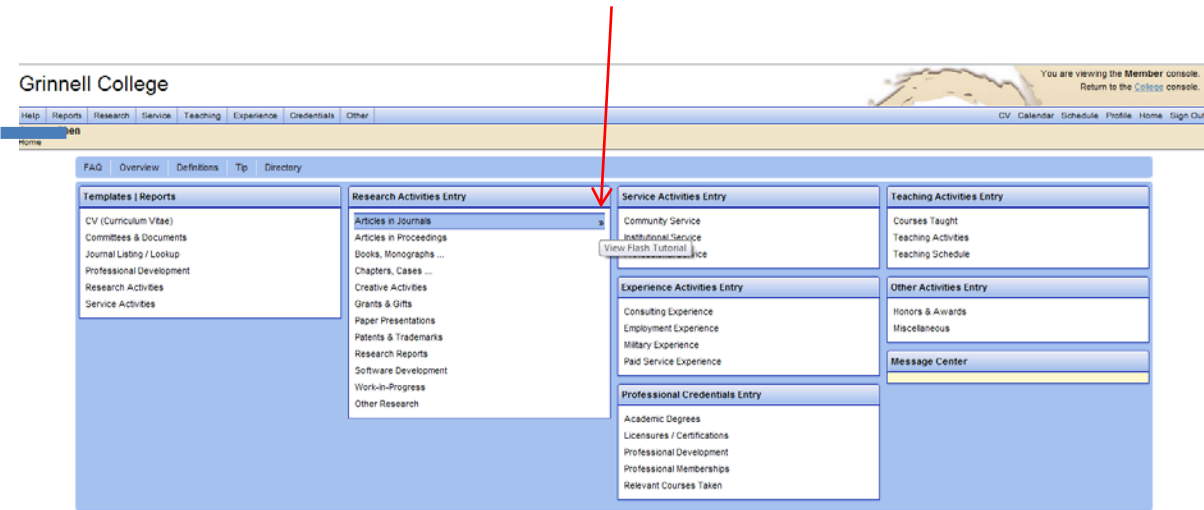
You can change your password here.



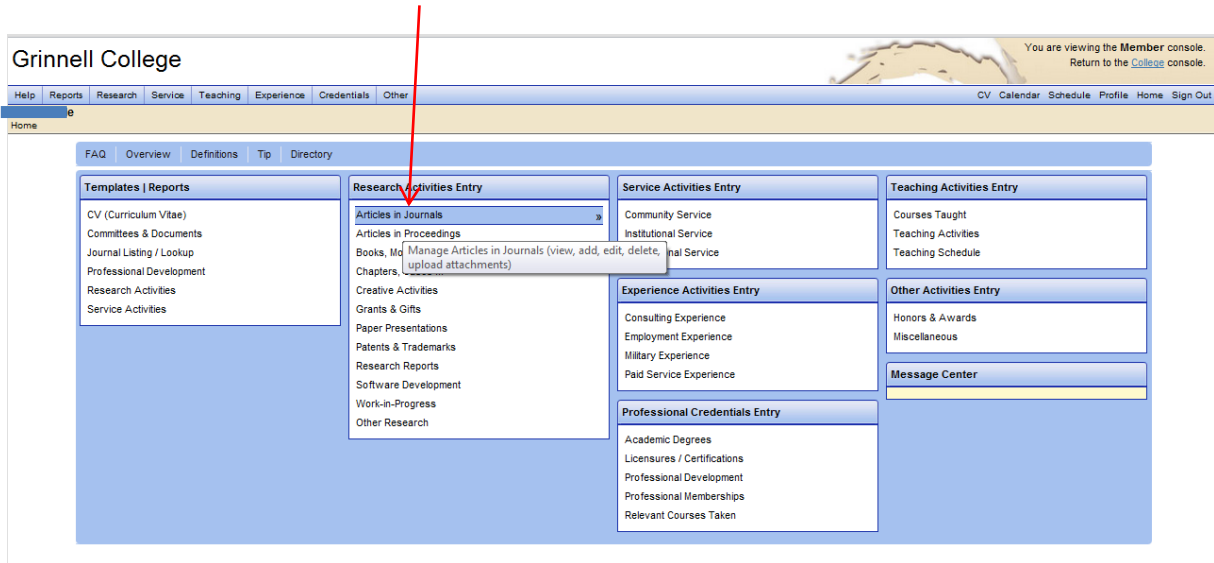
You can navigate the site by using either the menu bar or by clicking Home and returning to this screen.



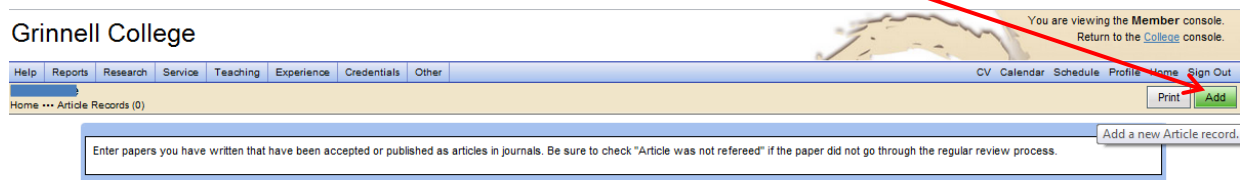
To learn more about the system, or if you need help, Sedona has flash tutorials built in. Just click the double arrows.



Click on the appropriate area to enter data, in this case a journal article.



You may or may not have articles already listed. To add an article, click the Add button in the top right hand corner



and fill in the information. Items marked with a red asterisk are required. Click Save when done.

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You are viewing the Member console. Return to the College console.

CV Calendar Schedule Profile Home Sign Out

Home Article List Add Article Form Back Save

**Title of Article \***

**Periodical \***

**Status \***  Accepted  Published

**Year Accepted \***

**Research Type \***  DBS  CP  LPS  NIC  Invited

**Incentive Award** Amount:  Date:

**Other**  Subscription dataset  Student Collaboration  International  Cultural

**ShowCase**

**% Contribution**

**Month/Season**

**Volume** Number  Pages

**URL**

**Keywords**

**Abstract/Memo**

**Citations**

I am the corresponding author

**Authors (order as in publication): \***

1. First name or initial: Merle  
Middle name or initial: W  
Last name: Zirke

2. First name or initial:   
Middle name or initial:   
Last name:

3. First name or initial:   
Middle name or initial:   
Last name:

4. First name or initial:   
Middle name or initial:   
Last name:

5. First name or initial:   
Middle name or initial:   
Last name:

et al.

To simultaneously add records to the co-authors listed above who are colleagues, hold down the Ctrl key and click on the names of each of the co-authors.

**Colleagues:**

OART:

- Anger, Jennifer A
- Chasson, Robert T
- Chen, Jeremy
- Kaufman, Andrew
- Kluber, Matthew
- Running, Lee Emma
- Schrift, Jill L

## Research Type

DBS:

DBS  CTP  LPS  NIC  Invited

**Amount:**

Subscription dataset

Discipline-based scholarship contributions add to the theory or knowledge base of the faculty member's field. Published research results and theoretical innovation qualify as Discipline-based scholarship contributions.

LPS:

DBS  CTP  LPS  NIC  Invited

**Amount:**

Subscription dataset

Learning and pedagogical scholarship contributions influence the teaching-learning activities of the school. Preparation of new materials for use in courses, creation of teaching aids, and research on pedagogy all qualify as Learning and pedagogical research contributions.

CTP:

DBS  CTP  LPS  NIC  Invited

**Amount:**

Subscription dataset

Contributions to practice influence professional practice in the faculty member's field. Articles in practice-oriented journals, creation and delivery of executive education courses, development of discipline-based practice tools, and published reports on consulting all qualify as Contributions to practice.

NIC:

DBS  CTP  LPS  NIC  Invited

Not counted as a separate Intellectual Contribution

If a journal you need is not listed, select “Journal is not in list.” The system will send an email to Terri Phipps, who will add it to the list.

If an assistant enters your data, you will receive a copy of the email generated through the “Journal is not in list” petition. Please verify the “Refereed” and “Review Type” entries, and email Terri Phipps with changes.

## Uploading documents

Once your information is entered, you have the option of uploading files. These files could include materials such as a copy of the article, photos of art work, or audio recordings. You can also attach syllabi to your course listings. Supported formats: pdf, doc, xls, ppt, gif, jpg, wav, mp3, xlsx, docx, pptx. Maximum file size is 5MB. To attach a file to a journal article, go to the Articles in Journals screen, and click on Manage. This will bring up a dialog box that allows you to choose your file. You are not required to upload files, but the option is there if you so choose. Multiple files can be uploaded to the same entry only if they have different extensions, for example, a pdf and an Excel file. **Uploading two files with the same extension, for instance two .doc files, will cause the second file to overwrite the first.**

Enter papers you have written that have been accepted or published as articles in journals. Be sure to check "Article was not refereed" if the paper did not go through the regular review process.

Year	Title	Type	Periodical	Ref	Files	Action
2010	Teaching Quantum Mechanics to First-Semester Physics Students	LPS	The Physics Teacher	R	Manage	Edit Pdf Delete
2002	A simple experiment for discussion of quantum interference and which-way measurement	DBS	American Journal of Physics	R	Manage	Edit Pdf Delete
2001	Encouragement of Women in Physics Majors at Grinnell College: A Case Study	DBS	The Physics Teacher	R	Manage	Edit Pdf Delete
1993	Winter Break Research Projects for Underrepresented Students at Grinnell College	DBS	CUR Newsletter	NR	Manage	Edit Pdf Delete
1992	Transverse and Longitudinal Polarized-neutron, Polarized -93Nb scattering, and the Tensor Spin-spin Potential	DBS	Physical Review B	R	Manage	Edit Pdf Delete
1990	A Microcomputer Based Multiparameter Nuclear Data Acquisition System	DBS	Nuclear Instruments and Methods in Physics Research	R	Manage	Edit Pdf Delete
1988	Measurement of Parity Violation in the Photodisintegration of Tantalum	R		R	Manage	Edit Pdf Delete
1988	Limits on P- and P, T-violating Absorption of Me V Neutrons	R		R	Manage	Edit Pdf Delete
1987	Optically Pumped Tensor Polarized Deuterium Source	R		R	Manage	Edit Pdf Delete
1986	Spin-spin potentials in 27Al.p01 + np01 and the Nuclear Magnetic Moment of 19Ne with Possible Application to the Decay of 19Ne	R		R	Manage	Edit Pdf Delete
1984	A Test of Time Reversal Symmetry in the beta Decay of 19Ne	R		R	Manage	Edit Pdf Delete
1983	Limit on Im (CsCa*) from a Test of T Invariance in 19Ne	R		R	Manage	Edit Pdf Delete
1982	Nuclear Magnetic Moment of 19Ne with Possible Application to the Decay of 19Ne	R		R	Manage	Edit Pdf Delete
1981	Search for Finite Mass Neutrinos in the Decay of 19Ne	R		R	Manage	Edit Pdf Delete
1979	Search for Axion Emission in the Decay of Excited States of 19Ne	R		R	Manage	Edit Pdf Delete

**File Manager**

File:  Ext:  Download Delete

File not found.

Select:  No file chosen

File:

Supported File Types: pdf,doc,xls,ppt,gif,jpg,war,mp3,xlsx,docx,pptx  
Maximum File Size: 5MB

You can now associate an intellectual contribution with the grant that made it possible. A new field, **Associated Grant**, has been added to the data entry screens for Articles, Proceedings, Books, Chapters, Presentations, and Creative Activities.

**Committee work:**

Service-Institutional:

Enter information about all committee appointments (i.e. university committees, dissertation committees, college and department duties and assignments, etc.)

A section for **“Contributions to Diversity”** has been added to the Service-Institutional module.

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You are viewing the Member console.  
Return to the College console.

Help Reports Research Service Teaching Experience Credentials Other CV Calendar Schedule Profile Home Sign Out  
Home Institutional Service List Add Institutional Service Form Back Save

**Committee or Service:** \*

**Appointment:** \*  Academic Year  Calendar Year

**Calendar Year:** \*  
  
 2013-2014  
 2012-2013  
 2011-2012  
 2010-2011  
 2009-2010

**Scope:** \*  Department  College  University  State-wide  Thesis or Dissertation

**Activity:** \*  
 Contributions to Diversity

**URL:**  
 Assurance of Learning - Institutional Service  
 Committee Chair  
 Committee Member  
 Contributions to Diversity  
 Faculty Advisor  
 Faculty Sponsor  
 Mentoring Activities  
 Other Institutional Service Activities  
 Panelist - non-academic conference  
 Student placements  
 Writing Student Recommendations

A "Needs" section has been added to the Miscellaneous module.

The screenshot shows the Grinnell College Member console interface. At the top, there is a navigation bar with links for Help, Reports, Research, Service, Teaching, Experience, Credentials, and Other. Below this is a breadcrumb trail: Home >>> Miscellaneous List >>> Add Other Form. The main content area is a form titled 'Needs'. It includes fields for 'Type of Activity' (set to Needs), 'Calendar Year' (with a dropdown), 'ShowCase' (with a dropdown menu showing 'Needs', 'Other', and 'Special Projects'), '% Contribution', 'URL' (with 'http://' entered), and 'Keywords'. There is also a rich text editor for 'Description' and a section for 'Citations'.

**Service:**

**Book reviews** are listed both under Professional Service and as a drop-down in the Articles in Journals menu.

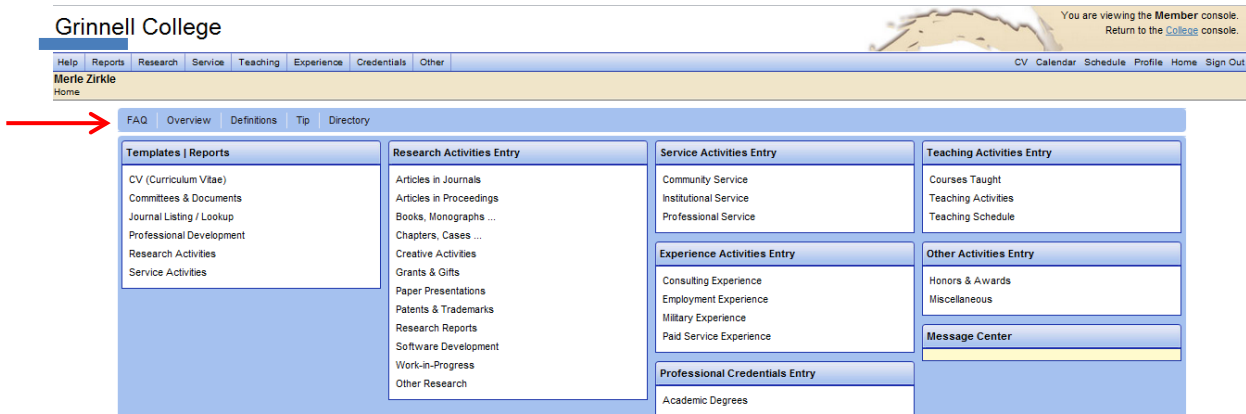
The screenshot shows the 'Professional Service List' form in the Grinnell College Member console. The form is titled 'Add Professional Service Form'. It includes fields for 'Entity (Conference/Venue/Company)', 'Calendar Year' (with a dropdown), 'Scope' (with radio buttons for International, National, Regional, State, and Local), 'Activity' (with a dropdown menu showing various service types), 'State (Nation)', 'ShowCase', 'Funding Amount', 'URL', and 'Description'. The 'Activity' dropdown is expanded, showing a list of options including 'Reviewer - Book / Textbook', 'Editor: Special Issue of a PRJ', 'Editorial: Newspaper', 'Editorial: Non-PRJ', 'Guest Performer', 'Invited Lecture', 'Keynote Address', 'Member: Committee/Task Force', 'Officer: Organization / Association', 'Other Professional Service Activities', 'Presentation', 'Professional Workshop - Not Reviewed', 'Professional Workshop - Reviewed', 'Reviewer - Article / Manuscript', 'Reviewer - Book / Textbook', 'Reviewer - External Department', 'Reviewer - External Tenure', 'Reviewer - Grant Proposal Related to Expertise', 'Reviewer: Ad Hoc Reviewer for a Journal', 'Reviewer: Book / Textbook', and 'Reviewer: Conference Paper'.

**Articles in Journals:**

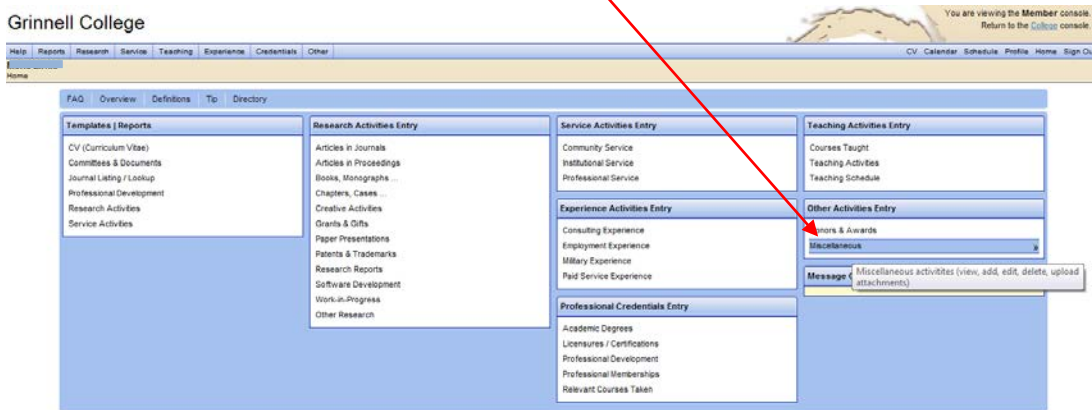
The screenshot shows the 'Articles in Journals' form in the Grinnell College Member console. The form is titled 'Add Article Form' and is for 'Morle Zirkle'. It includes fields for 'Title of Article', 'Periodical' (with a dropdown), 'Status' (with radio buttons for Accepted and Published), 'Year Accepted' (with a dropdown), 'Academic Year' (with a dropdown), 'Research Type' (with radio buttons for DBG, CTP, LPS, NIC, and Invited), 'Activity' (with a dropdown menu showing 'Reviewer - Book/Chapter', 'Abstract', 'Creative Writing', 'Journal: Academic', and 'Non-academic publication'), 'Incentive Award', 'ShowCase', '% Contribution', 'Month/Season', 'Volume' (with 'Number' and 'Pages' sub-fields), 'DOI', 'URL' (with 'http://' entered), 'Keywords', and 'Abstract/Memo'. On the right side, there is a section for 'I am the corresponding author' with a sub-section 'Authors (order as in publication):'. This section contains four rows of input fields for 'First name or initial', 'Middle name or initial', 'Last name', 'Affiliation', and 'Country'. The first row is filled with 'Morle', 'W', 'Zirkle', 'Grinnell College', and 'United States of America'.

There are a number of **report templates** built into the system. Please note that the CV template will in most cases not look like your current CV, and while some formatting adjustments can be made, Sedona is not as robust as a word-

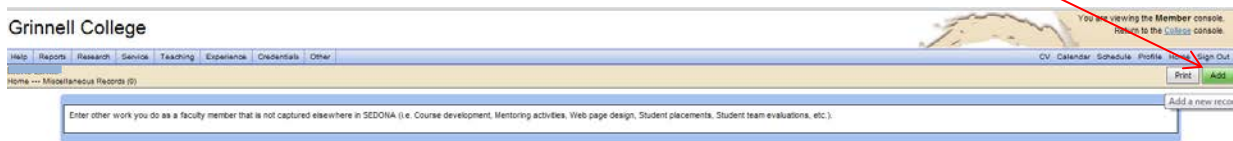
processing program – nor is it meant to be. You can maintain a separate version of your CV if you choose (instructions to upload to your record are below). You are not required to use the built-in CV template.



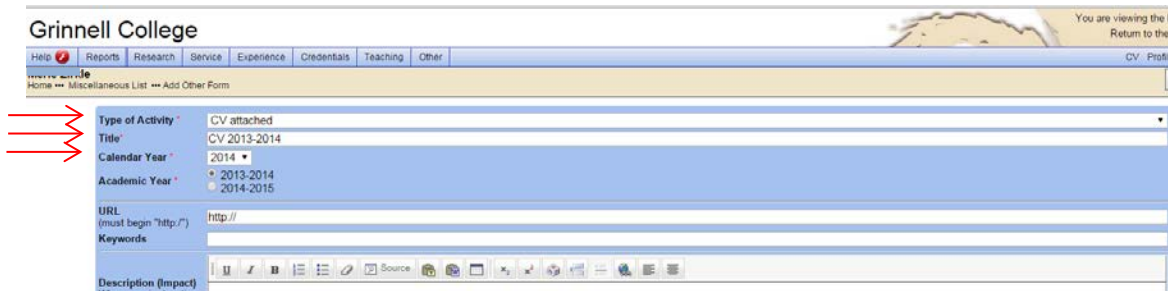
To upload your CV, select **Other Activities Entry: Miscellaneous**



Click the **Add** button.



Select **CV Attached** from the **Type of Activity** drop down menu. Add a **Title**, the **Year**, and **Academic Year**.



Click **Save**

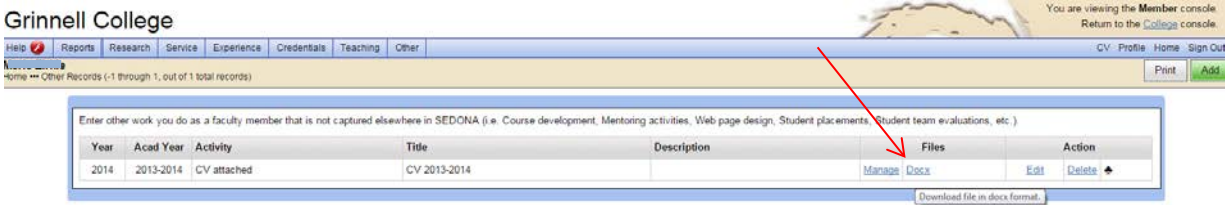
Upload your CV by clicking **Manage**. Supported formats: pdf, doc, xls, ppt, gif, jpg, wav, mp3, xlsx, docx, pptx. Maximum file size is 5MB. Multiple files can be uploaded to the same entry only if they have different extensions, for example, a pdf and an Excel file. Uploading two files with the same extension, for instance two .doc files, will cause the second file to overwrite the first. You can have two files of the same type, for instance, Word, just save one in .doc format and the other in .docx.



Click on **Choose File**, navigate to your file and click **Upload**. \* Note that the name of your file is not displayed. \* When you have finished uploading files to your report, click **Close**.

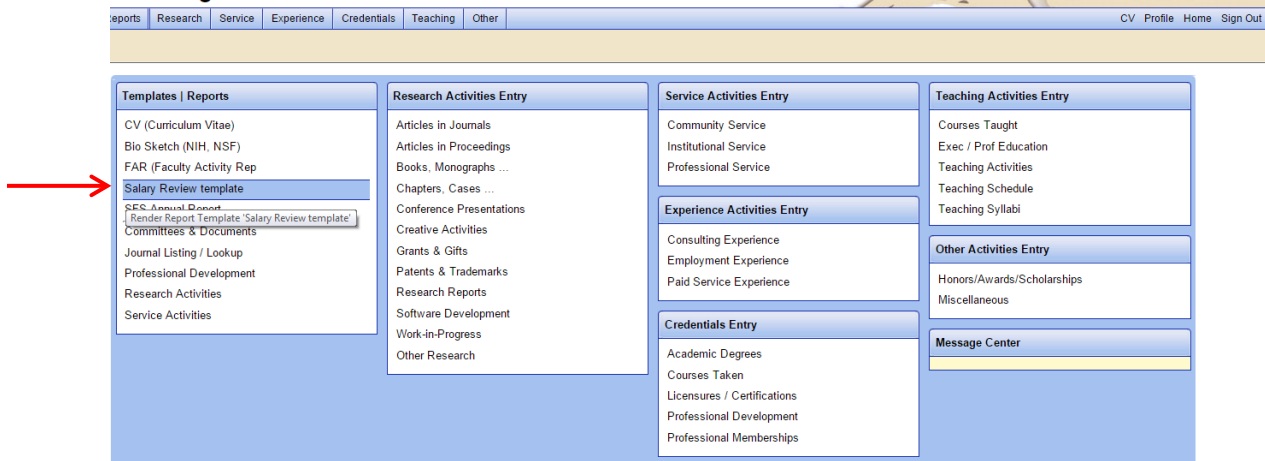


A link to your file has been created.



## Salary Review Template

Once the faculty member under review has entered information into Sedona, click on Salary Review template.



Then click on Word to download the file for editing.

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You are viewing the **Member** console.  
Return to the [College](#) console.

Help Reports Research Service Experience Credentials Teaching Other CV Profile Home Sign Out

Print PDF **Word**

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**Faculty Salary Review**

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**TEACHING**

If you believe there are end of course evaluation results that need to be clarified, please explain.  
Please enter text here

In one to two paragraphs describe your most significant teaching, athletic coaching, or library instructional accomplishment(s) during this three-year review period. If possible, phrase your discussion in terms of impact on students and/or the campus learning community.  
Please enter text here

In one to two paragraphs provide your teaching, athletic coaching, or library instructional goals for the next three year period.  
Please enter text here

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**For Reviewer:**

In no more than three paragraphs, please evaluate the teaching of the faculty member being reviewed. Include a discussion of the class you observed, including the title and number of the course and the date you attended.  
Please enter text here

Open the Word file and do a Save As. Make sure the file type is Word. It may default to HTML, in which case any edits you make will likely be lost. Note that each section has prompts for both the faculty member under review and for the reviewer. Once the faculty member under review has completed entering information, the file should be saved and forwarded to the reviewer. The reviewer will add his/her comments and save the file. The completed document will be forwarded to the Dean's Office with review materials.

Optional: The faculty member under review may upload a copy of the completed document to Sedona under the Miscellaneous menu. Doing so is personal preference, not required.

## Profile

It would be helpful to have your Profile information completed, particularly the Bio and Expertise sections. The Public tab allows you to control who can see your information.

Grinnell College

You are viewing the **Member** console.  
Return to the [College](#) console.

Help Reports Research Service Teaching Experience Credentials Other CV Calendar Schedule Profile Home Sign Out

Home Member Profile

Bio Contact Narratives Expertise References Public Other

Manage personal profile - bio, contact, narrative expertise, references, public, other

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**Profile Photo**

Supported Files Types: jpg  
Maximum File Size: 5MB

Photo Not Available [Upload Profile Photo](#)

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**Biographical Information**

Date of Birth   
Date of birth in mm/dd/yyyy format

Citizenship   
Unknown  
Noncitizen  
Permanent Resident

Country of Birth

Ethnicity

Nickname